

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the police department in the capacity of chief and commanding officer; and related work as required.

Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Note: These examples indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Organizes work of the department for efficient management and effective performance of departmental activities, or as may be required by law.

After consultation with appointing authorities, plans, formulates, and enforces departmental rules and regulations as needed for the efficient functioning of the department.

Directs and supervises generally or specifically, as the needs of the service may require, all activities of the department.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates, and reviews operations.

Investigates complaints.

Directs raids and makes arrests, as necessary.

Checks all arrests and dispositions thereof.

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city.

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters.

Provides and maintains procedures for the preparation, maintenance, and disposition of departmental records and reports of activities.

Receives reports and checks work of subordinates for compliance with law and established procedures.

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies such as the FBI and state police, etc.

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, and bettering the common good, and protection of society.

Assists in the preparation of departmental budget and operates within it.

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities.

Keeps records, answers correspondence, and prepares reports.

Promotes peace and harmony among the employees of the department.

Be able to perform related work as required or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of experience in full-time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in full-time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least ten (10) years of experience in full-time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

DR	03-15-00
Rev	03-10-04
	06-13-12
	06-11-14